

Infant Toddler Coordinating Council Meeting Minutes

November 2, 2018

9:00 a.m. – 3:00 p.m.

Idaho Department of Health and Welfare, 450 W. State Street Conference Room 7A
Boise, Idaho

ATTENDEES: David Allen, Christy Cronheim, Charlene Davis, Hillary Haro, Carrie Hull, Teresa Cross, Kathy McGill, Paula Mason, Judy Neil, Suzanne Peck, Emily Petersen, Erick Rupp, Omair Shamim, Mechelle Wilson.

STAFF PRESENT: Brande Gonzalez, Sue Harpold, Stephanie Perry, Valerie Steffen, Margaret Odedo (recorder)

EXCUSED/ABSENT: Cindy Brock, Shannon Dunstan, Mary Gauthier, Angela Lindig, Senator Fred Martin, Ellen Neff

GUESTS: Casey Gordon, Idaho Parents Unlimited

| Facilitator | Tasks/Topic | Discussion | Action Item |
|-------------|---------------------|---|-------------|
| Carrie Hull | Call to Order | Carrie Hull welcomed all members and led an icebreaker asking each participant to talk about a person who inspired them and how. | |
| Carrie Hull | Standing Committees | <p>Executive Committee - Carrie Hull reported that the committees have been meeting monthly and have extended calls to 1 ½ hours. They are now approving minutes, learning more about the open meeting laws, and drafting an invitation letter for inviting judicial and pediatric new Council members.</p> <p>Transition Committee - Omair Shamim stated that a regular reoccurring meeting has been set for the 2nd Tuesday every other month. Erin Bruce, MIECHV, and Shannon Dunstan, SDE, have joined the group. Additionally, after the last meeting they discovered that some tasks are beyond the scope of the Committee and may need to be moved to the Council. The next meeting will be 12/11/18.</p> | |

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| | | <p>Policies and Procedures - Sue Harpold stated that the Executive Committee discussed adding a definition of mentoring- this would be added to Policies instead of bylaws.</p> <p>Federal Accountability Committee – Sue Harpold related that this Committee has been meeting in response to needs of the State Systemic Improvement Plan (SSIP). They are discussing how to use this committee and what the needs will be going forward with the SSIP.</p> | |
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| Carrie Hull | ITCC Strategic Plan | <p>Carrie reviewed the work that the Executive Committee had added to the Strategic Plan and asked the Council to think about the duration of the plan; is it a one year or a three-year plan? Christy Cronheim explained that because the Council was still so new it seemed best to plan for one year, however now it could move to a three-year plan. Carrie then reflected that this plan is divided out nicely. Each section was reviewed by the Council, with updates as follows:</p> <p>Parent Involvement: <u>Goal 1:</u> we have recruited one parent and need one more. <u>Goal 2:</u> on-going.</p> <p>Professional Development: <u>Goal 1:</u> a. and b. have been completed <u>Goal 2:</u> a. completed</p> <p>Data Use: <u>Goal 1:</u> Executive Committee added “a. present data 2 times a year in February and August”</p> <p><u>Goal 2:</u> in process <u>Goal 3:</u> in process</p> | |
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| | | Education & Outreach <u>Goal 1:</u> a. and b. have been completed <u>Goal 2:</u> a. and b. have been completed <u>Goal 3:</u> a. is completed. <u>Goal 4:</u> a. will need to add additional action steps/objectives due to complexity of developing a marketing plan b. and c have been completed | |
| Valerie Steffen/Christy Cronheim | ITP Family Survey | <p>Christy Cronheim reviewed FFY 2013 past practices for distribution of the Family Survey and described process changes that ITP has made over time.</p> <p>Due to low response rates from families, ITP received technical assistance to develop a plan to increase response rates. In August 2016 ITP changed from a paper survey to electronic survey and response rates dropped. To gain information regarding the change ITP conducted phone interviews with families in August 2017 to glean additional information. ITP continues to see low response rates from families and is proposing new strategies to improve the response rates.</p> | |

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| | | <p>Christy proposed that ITP initiate a 3- month pilot project to increase the number of families completing a family survey. ITP would like to use a contracted employee to text or email families the family survey information at their 6- month IFSP review meeting. The contractor would contact families who did not respond and complete the survey with them via telephone.</p> <p>Christy will update the Council as the project progresses.</p> | |
| | Bylaw Changes | <p>Carrie asked Council members to review the proposed bylaw changes and opened the floor for discussion. Ericka Rupp moved to accept the changes, motion seconded by Charlene Davis and motion carried.</p> | All votes were cast to approve bylaw changes. |
| | Update on State Systemic Improvement Plan & EPSDT State Plan Amendment | <p>Stephanie Perry reviewed the goal of the SSIP Project, which is to increase the percentage of infants and toddlers exiting early intervention services who demonstrate improved social- emotional skills. Recently, one of the demonstration sites completed additional training to address areas of improvement from online and in person training.</p> <p>Upcoming activities include:</p> <ul style="list-style-type: none"> • Provide Social Emotional Training to staff in demonstration sites | |

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| | | <ul style="list-style-type: none"> • Finalize Action Plans for full implementation in demonstration sites • Develop a plan for statewide scale up of ECO processes • Implement fidelity checks for ECO processes and Evidence Based Practices • Mentor Institute – full day November 15 and ½ day November 16 <p>The other majority activity is gathering data for our annual report.</p> <p>EPSDT update: 1st quarter indicated 7/10 people were very pleased on how things went. We will begin officially closing the project</p> | |
| | Member Collaboration Reports | Each member shared relevant information on their program activities and initiatives. | |
| Carrie Hull | Closing | Being no other business meeting was adjourned at 2:58. The next meeting is scheduled for February 1, 2019. | |